

## **Freelance Marketing and Fundraising Assistant (10 hours per week)**

**Reports to:** Theatre Manager and Marketing Manager

### **About The Kenton**

The Kenton is a vibrant and historic theatre that has been entertaining audiences since 1805. From toe-tapping music and gripping drama to comedy, dance and family-friendly shows, The Kenton offers something for everyone in its intimate 240-seat auditorium. This beloved venue is also a hub for local community groups and private events, bringing people together in celebration of culture. With over 250 performances a year and an annual income of £850k+ The Kenton plays a vital role in the cultural landscape of Henley-on-Thames and the surrounding area.

### **The Role**

We're seeking a proactive freelancer to support our marketing, audience development and fundraising activity across a vibrant programme of 230+ performances a year.

This is a varied, hands-on role supporting the delivery of targeted marketing campaigns, developing partnerships with visiting companies and stakeholders, and helping to maximise ticket sales and audience engagement.

You'll coordinate print and digital assets, assist with website updates, and work closely with the team to deliver creative and effective campaigns. Social media oversight will form a small part of the role.

Alongside marketing, you'll support fundraising initiatives - contributing to campaigns that grow memberships, increase donor engagement, and generate income for key projects, including the theatre's flagship pantomime.

We're looking for someone organised, proactive, and collaborative, with strong writing and communication skills and an interest in arts and culture. Confidence using Microsoft Office is essential, and familiarity with tools such as WordPress, CRM/box office systems, or design platforms (e.g. Canva or Adobe) would be an advantage.

This is a flexible freelance in-house role for 10 hours a week for 17 weeks. You will need to be available to work some hours on a Friday. There may be potential to extend the duration of the contract, offering a great opportunity to build experience while contributing to a historic and ambitious theatre.

### **Terms and Conditions**

Start Date: Monday 11 May for 17 weeks  
Salary: £15 per hour  
Hours: 10 hours per week  
Contract type: Freelance  
Location: Based at the theatre

### **Application Process**

Please email a CV and cover letter to: [recruitment@thekenton.org.uk](mailto:recruitment@thekenton.org.uk) ensuring that **Freelance Marketing and Fundraising Assistant** is included in the subject line.

For further information please contact Lottie Pheasant, Theatre Manager at [lottie.pheasant@thekenton.org.uk](mailto:lottie.pheasant@thekenton.org.uk)

Deadline for applications: **5pm Sunday 3rd May 2026**

*We will be reviewing applications on an ongoing basis and encourage you to submit your application early. We reserve the right to close this vacancy earlier than the deadline if a successful candidate is appointed.*